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Assistant Director for Personnel ✓

DEC 14 1954

Deputy Comptroller

Organizational Study and Proposed Reclassifications -
Machine Records Division

REF : Memorandum to the Comptroller from Assistant Director for Personnel dated 8 November 1954 with attachments: Att. 1. Proposal, Machine Records Division, submitted by Deputy Comptroller 2 July 1954 and Att. 2. Revised T/O Proposal, Machine Records Division, approved by Management Staff, submitted 19 October 1954 by [REDACTED]

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1. In reply to referenced memorandum from your Office of 8 November 1954 there are forwarded herewith the following:

- TAB 1.a. Functions and Organization of Machine Records Division
- TAB 2.a. Detailed Job Information for Tabulating Project Planner GS-11, Branch Chief GS-9, Tabulating Equipment Operations Supervisor GS-7, and the Analysis and Control Section Tabulating Equipment Operations Supervisors GS-9 and GS-7.
- TAB 3.a. Accomplishments and Objectives of Machine Records Division
- TAB 3.b. List of Liaison Contacts
- TAB 3.c. Increase in Workload and Planning.

2. In reviewing TAB 2.a., you will observe that the "Staff Planner GS 359.03-11" is described as reporting directly to the Chief, Machine Records Division. Subsequent to the preparation of this document it was determined advisable, based upon a recommendation of the Management Staff, to provide for a "Planning Staff" headed up by a Chief, Project Planner GS-12 who would report directly to the Chief, Machine Records Division and the several Staff Planners of GS-11 under this concept will report to the Chief of the Staff GS-12. This information should, therefore, be considered by you as an official proposed change in the attached presentation. We did not revise the attached TAB 2.a. because a copy of all the attachments had already been provided to your Classification and Wage Division and also the attachments and the change described above were discussed with representatives from that Division in a recent meeting in the Office of the Comptroller.

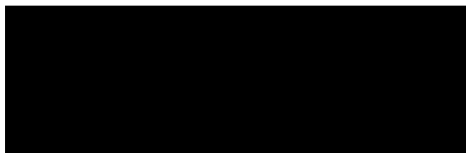
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3. If there is still other information required by your Office to enable you to review and act upon our proposal we will be glad to furnish it upon request.



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Attachments

RHF:gmk (9 Dec. 1954)

Distribution:

- Orig. & 1 - Addressee
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